

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. -- 2439
	Page 1 of 2

Agency	Maryland Department of the Environment Science Services Administration (SSA)/ Director's Office	Division/Unit
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Item No.	Description	Retention
1.	Director's Office -Administration Master Files These files include working copies of SSA project correspondence, including Memoranda of Understanding, Annual Work Plans and Federal financial status reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related workplans and deliverables.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for five (5) years and destroy.
2.	Director's Office -Referral Files - External requests/inquiries These files include drafts, working copies, and final copies of responses for external inquiries including approved internal MDE correspondence, interagency State correspondence, external (EPA, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to the Science Services Administration sites and projects.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for five (5) years and destroy.

Scheduled Approved by Department, Agency, or Division Representative. Date 12/12/07 Signature Susan Douglas Typed Name Susan Douglas Title Records Management Coordinator	Schedule Authorized by State Archivist Date 6 May 08 Signature Edward C. Thompson
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)	Schedule No.        2439
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Agency     Maryland Department of the Environment Science Services Administration (SSA) /Director's Office	Division/Unit
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Item No.	Description	Retention
3.	Director's Office -Tracker Files - Internal Communications to Senior Staff These files include Agency records initiated by the SSA Director's Office to the Office of the Secretary.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for five (5) years and destroy.

<b>INSTRUCTIONS</b> –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page 1 Of 3
<b>1. DEPARTMENT/AGENCY</b> Environment	<b>2. DIVISION</b> Science Services Administration	<b>3. UNIT</b> Director's Office.
DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. RECORDS SERIES TITLE</b> Administration Master Files		<b>5. EARLIEST YEAR / LATEST YEAR</b>  1987 TO Present
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These files include working copies of SSA project correspondence, including Memoranda of Understanding, Annual Work Plans and Federal financial status reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related workplans and deliverables.		
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size      Microfilm  <input type="checkbox"/> Legal Size      Computer Tape  <input checked="" type="checkbox"/> Bound Book      Floppy Disk  <input type="checkbox"/> Audio Tape      Video Tape  <input type="checkbox"/> Other (Specify)	<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify)	<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) –Boxes  14 Number  <b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)  2 Number
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily      Weekly      Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  5 Number      Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd, 5 <sup>th</sup> Floor	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes -MDE Secretary' Office and SSA Programs keep copies of project correspondence; MDE's Office of Budget and AESA Procurement keep official contracts, workplans, grant applications, amendments, budget records and FSRs. No	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b>  None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal      Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>RECOMMENDED RETENTION</b> Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for (5) years and destroy.	
<b>19. NAME AND TITLE OF PREPARER</b> Sonja Marable, Director's Office	<b>20. TELEPHONE NUMBER</b> 410.537.3572	<b>21. DATE</b> 11/21/07

**INSTRUCTIONS** -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL SERVICES**  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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**1. DEPARTMENT/AGENCY**  
Environment

**2. DIVISION**  
Science Services Administration

**3. UNIT**  
Director's Office

**DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.**

**4. RECORDS SERIES TITLE**  
Director's Office -Referral Files

**5. EARLIEST YEAR / LATEST YEAR**  
1987 TO Present

**6. RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These files include drafts, working copies, and some Agency records including approved internal MDE correspondence, interagency State correspondence, external (EPA, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to SSA sites and projects.

**7. RECORD SERIES FORMAT(S)**

X Letter Size Microfilm  
  
Legal Size Computer Tape  
  
Bound Book Floppy Disk  
  
Audio Tape Video Tape  
  
Other (Specify)

**8. RECORD SERIES SEQUENCE**

Alphabetical  
  
X Numerical  
  
Chronological  
  
Geographical  
  
Other (Specify)

**9. VOLUME**

X File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify) -Boxes  
  
2  
Number

**10. ANNUAL ACCUMULATION**

X File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
  
1  
Number

**11. FILE IS USED**

X Daily Weekly Monthly

**12. FILE BECOMES INACTIVE AFTER**

5 Month(s) X Year(s)  
Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd, 5th Floor

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)  
X Yes -MDE's Office of the Secretary and Office of Budget keep official copies of correspondence and grants. No

**15. ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

**16. AUDIT REQUIREMENTS**

None State X Federal Independent

**17. IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes X No

**RECOMMENDED RETENTION**

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**19. NAME AND TITLE OF PREPARER**  
Sonja Marable, Director's Office

**20. TELEPHONE NUMBER**  
410.537.3572

**21. DATE**  
11/21/07

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AGENCY RECORDS INVENTORY

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**1. DEPARTMENT/AGENCY**  
Environment

**2. DIVISION**  
Science Services Administration

**3. UNIT**  
Director's Office

**DEFINITION** – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

**4. RECORDS SERIES TITLE**  
Director's Office -Tracker Files

**5. EARLIEST YEAR / LATEST YEAR**  
1987 TO Present

**6. RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These files include drafts, working copies, and Agency records initiated by the SSA Director's Office including approved internal MDE correspondence, interagency State correspondence, external (EPA, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to SSA sites and projects.

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3  
Number

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Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
1  
Number

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5 Month(s) X Year(s)  
Number.

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1800 Washington Blvd, 5th Floor

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)  
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**15. ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

**16. AUDIT REQUIREMENTS**

None State X Federal Independent

**17. IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

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